

Responsible Office: Congressional Liaison Division (Code LB)  
Subject: Preparation of Congressional Briefings

## Office of Legislative Affairs

### Office Work Instruction

# Preparation of Congressional Briefings

Original Approved By: s/\_\_\_\_\_

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Office of Legislative Affairs

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## DOCUMENT HISTORY LOG

<u>Status</u> <u>(Baseline/</u> <u>Revision/</u> <u>Canceled)</u>	<u>Document</u> <u>Revision</u>	<u>Effective</u> <u>Date</u>	<u>Description</u>
Baseline		12/10/1999	
Revision	A	5/10/2000	Place Quality Records in proper location on flow chart; update flow chart and procedures to more clearly define the process.

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## 1. Purpose

The purpose of this procedure is to document the Code L process for developing the materials required to brief Members of Congress and Congressional staff and the provision of briefings to Members of Congress and Congressional staff by NASA officials.

## 2. Scope and Applicability

- 2.1 This OWI covers the Congressional briefing process performed in Code L to provide fiscal year budget briefings and program/status briefings to Congress. The process covers the offering of briefings to Congress by Code L, reviewing briefing materials, coordinating and attending the briefing provided by program officials, and any follow-up requests for information from the Congress. This process is limited to the following: 1) briefings pertaining to NASA's budget request; 2) briefings pertaining to a significant event that would warrant Congressional notification; 3) briefings responding to a request from Congress for major program information/status.

## 3. Definitions

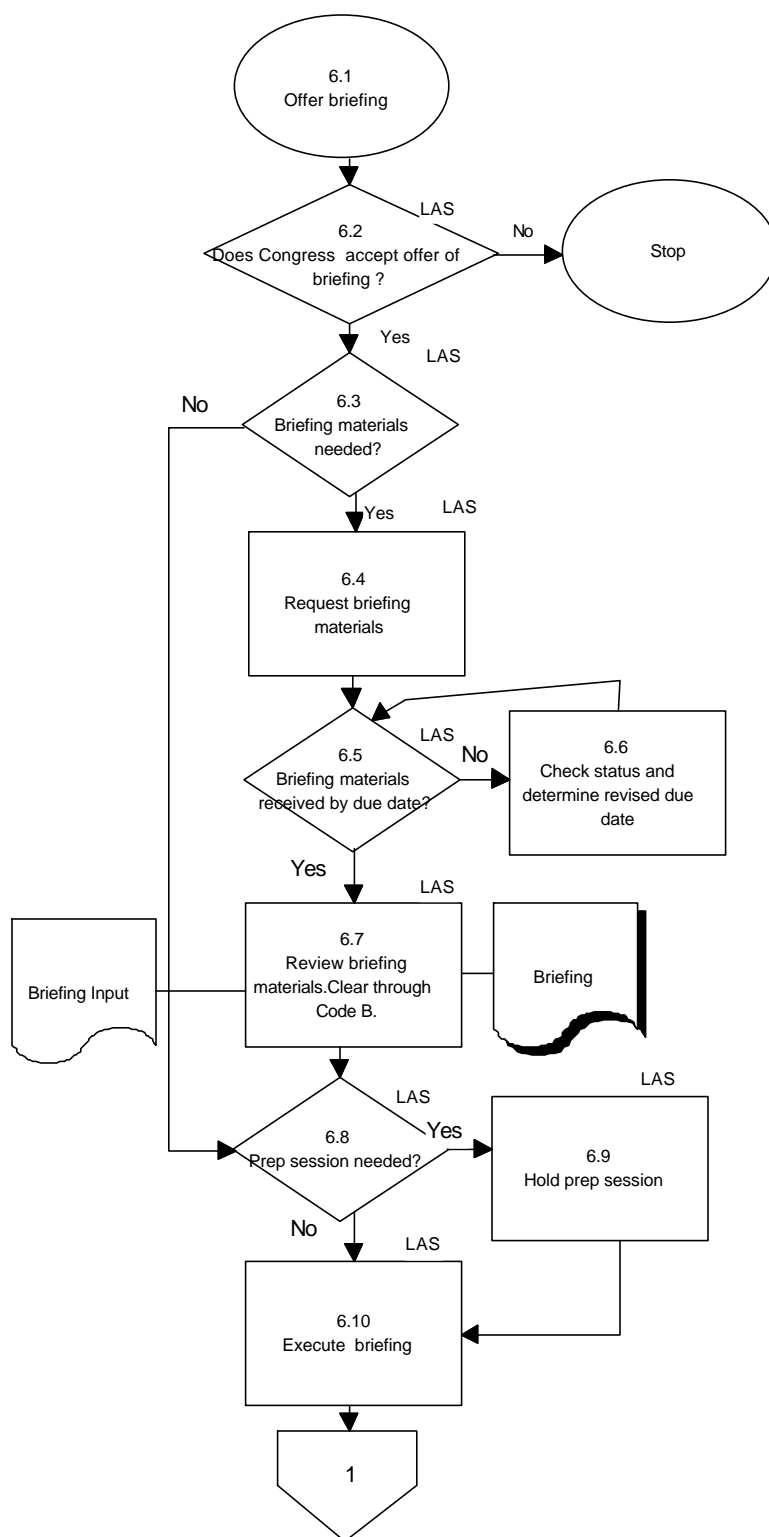
- |     |                    |  |
|-----|--------------------|--|
| 3.1 | <u>Briefing</u> :  | Either Agency or Enterprise initial fiscal year budget briefing or program status briefing |
| 3.2 | <u>Code B</u> :    | Office of the Comptroller  |
| 3.3 | <u>Code L</u> :    | Office of Legislative Affairs  |
| 3.4 | <u>Code LB</u> :   | Liaison Division in Office of Legislative Affairs  |
| 3.5 | <u>LAS</u> :       | Legislative Affairs Specialist   |
| 3.6 | <u>Log Sheet</u> : | Congressional Briefing Log (Appendix A)  |

## 4. References

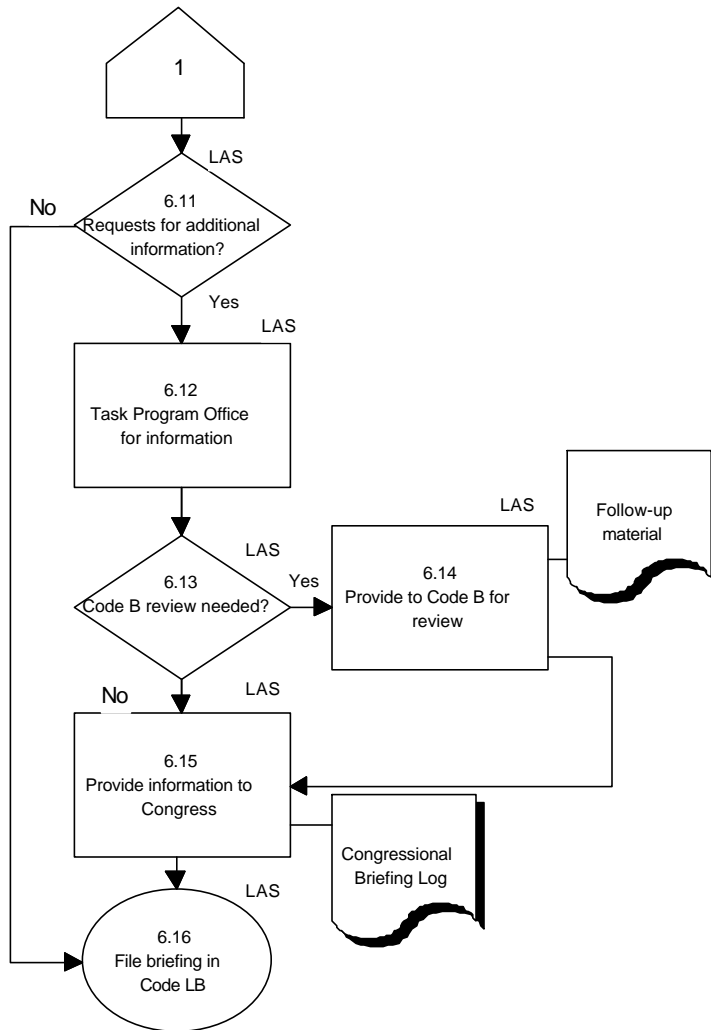
None

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## 5. Flowchart



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## 6. Procedure

<u>Step</u>	<u>Actionee</u>	<u>Action</u>
6.1		Deputy Associate Administrator, Office of Legislative Affairs or designee offers NASA briefing to Congress or receives request from Congress for briefing.
6.2	LAS	Determine if Congress accepts NASA briefing. If no, stop. If briefing requested, proceed to step 6.3.
6.3	LAS	Establish Congressional Briefing Log. (Appendix A) Determine if briefing materials are required. If briefing materials are required proceed to step 6.4. If no briefing materials are required, proceed to step 6.8. Based on subject matter and availability of materials, LAS determines if briefing materials are required.
6.4	LAS	Task program office to develop briefing materials. Tasking may be done by phone call to program office, email or memorandum. Record of tasking action is maintained by making notation on Congressional Briefing Log, keeping copy of email message, or retaining copy of tasking memo.
6.5	LAS	Determine if briefing materials are received by due date. If material received by due date, proceed to step 6.7. If material not received by due date proceed to step 6.6.
6.6	LAS	Check status of briefing material and negotiate revised due date. Proceed to step 6.5. Note revised due date on log sheet.
6.7	LAS	Review briefing materials to ensure briefing is responsive to Congressional request and send to Code B for clearance to make sure briefing package reflects agency position. Note Code B approval on log sheet.
6.8	LAS	Determine if prep session is necessary. If no, proceed to step 6.10. If yes, proceed to step 6.9.
6.9	LAS	Hold prep session with briefer and any program officials necessary to prepare for briefing.
6.10	LAS	Execute briefing.
6.11	LAS	Based on briefing results, determine whether Congress requested additional information. If no additional information is requested at briefing, proceed to step 6.16. If additional information requested, proceed to step 6.12.
6.12	LAS	Task program office to develop requested material and

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|      |     | note on log sheet. Receive information from Program Office, review responsiveness to Congressional request.   |
| 6.13 | LAS | Determine if Code B review is required. Clear with Code B only if of a policy nature or budget related. If Code B review not required, proceed to step 6.15. If Code B required proceed to step 6.14. |
| 6.14 | LAS | Provide material to Code B for review and approval. Note approval by Code B on log sheet. Proceed to step 6.15.   |
| 6.15 | LAS | Provide information to Congress and note date on log sheet.   |
| 6.16 | LAS | File hard copy of briefing, log sheet and follow-up material in Code LB.  |

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## 7. Quality Records

Record Identification	Owner	Location	Record Media: Electronic or Hard Copy	Schedule Number and Item Number (NPG 1441.1)	Retention/Disposition
Briefing	Code LB	Code L B	Hard Copy	Schedule 1, Item 27-A	Retire to Federal Record Center when 4 years old.
Follow-up material	Code LB	Code LB	Hard Copy	Schedule 1, Item 27-A	Retire to Federal Record Center when 4 years old.
Congressional Briefing Log	Code LB	Code L B	Hard Copy	Schedule 1, Item 25	Destroy or delete when work is completed or when no longer needed for operating purposes.

### **Appendix**

#### Appendix A – Congressional Briefing Log

Note: Appendix located on Code L shared drive. Access is password protected to Code L employees.



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Appendix A

**CONGRESSIONAL BRIEFING LOG**

**SUBJECT:**

**Date(s) of Briefing:**

**Briefing Recipient(s):**

**Date Briefing Packet Cleared by Code B:**

<b><u>--Briefing Status--</u></b>

December 10, 1999